

**DUTY STATEMENT**

<b>Classification:</b> Planner I-EFS	<b>Position No.</b> 710-4734-001
<b>CBID:</b> R01	<b>Office:</b> Siting
<b>Date Prepared:</b> July 20, 2015	<b>Division:</b> Siting, Transmission and Environmental Protection
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the direction of the Siting Office Manager, the incumbent serves as a team leader on less complex energy facility (e.g., electric power plants and associated linear facilities) siting projects. The incumbent coordinates the efforts of subordinate staff members on siting projects, recommends actions, policies and procedures affecting project and program direction; and implements approved activities, policies and procedures to achieve division goals and objectives.

**WORKING CONDITIONS:** The work is performed primarily in an indoor office, conference room, and/or hearing room setting and may require standing and walking as well as sitting for long periods of time. Work area is well lighted and ventilation is adequate. The office can be noisy at times. Some travel is required to participate in workshops, hearings, and outdoor power plant site visits. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

**DUTIES AND RESPONSIBILITIES:** While performing the duties described below, the incumbent will be required to work alone and in a team environment, utilizing a personal computer and appropriate Commission software such as word processing, electronic mail, spreadsheets, and Internet; and to participate in and lead meetings with other staff and with other agencies. The incumbent will:

- 25% As a team lead, plan, organize and lead the work of an interdisciplinary staff team engaged in the review of the less complex and controversial energy facility siting applications. On more complex projects, assist project managers to plan, organize, and direct the work of an interdisciplinary team of environmental and engineering staff engaged in the review of complex and sometimes controversial energy facility siting applications. The work will include coordinating schedules and deadlines. (E)
- 25% Review, evaluate and edit project correspondence, reports, testimony, briefs and position papers. The work will include the preparation and publishing of major regulatory and Commission program reports, notices, and may include staff analyses, Environmental Impact Reports and Initial Studies/Negative Declarations when required. (E)
- 20% Interact with division and Commission staff, local and regional government staff, decision makers, federal agency representatives, other state agencies, and consultants/experts in power plant siting cases. Assist in the preparation and maintenance of regulatory

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procedures required for power plant siting in coordination with Commission staff and other interested parties. (E)

- 10% Serve as the WebEx expert/point-of-contact for the Siting Office, and when required, for the Environmental Protection Office or Hearing Office. Duties include setting up and running WebEx broadcasts of workshops, informational hearings, and evidentiary hearings for project managers, hearing advisers, and others. The incumbent will also edit WebEx recordings, and oversee all other technical aspects of being the division WebEx expert. (E)
- 10% Monitor and report on the status of power plant project activities using Commission software for projects in review. (E)
- 5% Schedule, coordinate, and run workshops and meetings among staff, between staff and applicants, other governmental agencies, private organizations, and the public to discuss environmental issues and other siting concerns. (E)
- 5% Perform other duties as required, consistent with the specifications of the classification. (M)

SIGNATURES			
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION			
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<b>Vacant</b>	<b>Date</b>	<b>Chris Davis</b>	<b>Date</b>
<b>Employee</b>		<b>Supervisor</b>	